



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date February 14, 1977	1. Agency Address Georgia Postsecondary Education Commission 2970 Peachtree Road, N.W. Suite 620 Atlanta, Georgia 30305	Application Number 77-63	Date Received FEB 21 1977
Application Number		Date Completed MAR - 4 1977	
2. Person to Contact Mr. Daniel D. Burns, Jr.		Working Title Senior Planner	Telephone Number (404) 233-5449
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975 Latest Present		5. Records Series Title (followed by title used in office; if different) Postsecondary Education Studies File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Commission is the State agency, established pursuant to Section 1202 of the Education Amendments of 1972, responsible for developing a process of comprehensive statewide planning for the expansion and improvement of postsecondary education. Its missions are: (a) to stimulate the development of a coordinated planning process in Georgia, and (b) to take all action necessary to enable Georgia to obtain grants and technical assistance from the Federal Government.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: improving postsecondary education in Georgia. Included are: final report, working papers, codebooks, computer printouts, Commission's working copy of reports, consultant's reports, surveys, punch cards, and related correspondence. File is arranged: alphabetically by type of study; thereunder chronologically by date of study.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers 2 ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <u>not yet published</u>
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>7</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Paper File: Cut off at end of each calendar year, then hold in current files area 3 years, then transfer to State Archives for permanent retention.

Printouts and punchcards: Cut off at end of each calendar year, then hold in current files area 3 years, then transfer to State Record Center, hold 4 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>[Signature]</i> Executive Director	Date <u>2/17/77</u>	Records Management Officer (Signature)	Date
77-63		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	<u>3-3-77</u>
		Secretary of State/Designee <i>[Signature]</i>	<u>2-28-77</u>
		Attorney General/Designee <i>[Signature]</i>	<u>3-3-77</u>